

# **COMPETITIVE GRANTS PROGRAM GUIDELINES FOR FISCAL YEAR 2012-2013**

## **I. Grants Calendar**

The North Dakota State Library (NDSL) and the North Dakota Library Coordination Council (NDLCC) will begin a grant round November 15, 2011.

- The deadline for receipt of the Application Form (one copy) is a postmark no later than February 13, 2012
- Grant awards will be made by March 15, 2012
- Projects begin April 1, 2012
- Grant projects must be completed by grant library and reimbursement must be requested by December 31, 2012; except WorldCat grants, where the reimbursements must be requested by June 1, 2013

## **II. Grant Categories**

All grants must correlate with the goals or a goal described in *Library Vision 2014* located at: <http://library.nd.gov/publications/libraryvision2014.pdf>.

### **GRANT CATEGORIES (NO MATCH REQUIRED):**

- 1. Participation in the Statewide Online Catalog through WorldCat**
- 2. Innovative Partnership with a Non-Library Entity**

### **GRANT CATEGORIES (25% Match Required):**

- 3. Technology to Provide Access to Information**

### **DESCRIPTION OF CATEGORIES:**

#### **1. PARTICIPATION IN THE STATEWIDE ONLINE CATALOG THROUGH WORLDCAT.**

##### **Objective:**

The objective of this grant category is to add libraries' bibliographic records to WorldCat. WorldCat serves as a powerful method to locate books and materials in the collections of North Dakota libraries, as well as libraries around the world, and allows for the common objectives agreed to in *Library Vision 2014*. The holdings of 127 North Dakota libraries currently appear in WorldCat. MARC records may be exported to local circulation systems that allow importing of records.

**Advantages:**

- With one search patrons can search your collection, the collection of other North Dakota libraries, and the collections of over 71,000 libraries worldwide.
- Individual libraries can select a circulation and interlibrary loan system of their choice.
- Individual libraries can retain local options for policies and practices.
- Adults and children need to learn only one set of basic commands.

A library that receives a grant in this category is making a long term commitment to remain in WorldCat, participate in the North Dakota Interlibrary Loan System, add all new materials to WorldCat, withdraw discarded material from WorldCat, participate in the statewide Online Library Resources contract, and attend training on Online Library Resources sponsored by the North Dakota State Library.

The costs for a circulation system will be the library's responsibility. The library can choose to use ODIN's circulation system, participate in another consortium in the state, or purchase a stand alone automation product from a vendor.

It is recommended that you take the time to investigate your options, involve your governing board in the decision-making process, review your budget, and weed your collection before you apply for a grant. If you have questions or need more detailed information about these issues, please contact Cynthia Clairmont-Schmidt at 1-800-472-2104.

**Description of Project:**

The purpose of this project is to add a library's bibliographic records to WorldCat using CatExpress (OCLC's cataloging product). If your library is not automated with MARC records, your material will be added directly to WorldCat. If your library is automated with MARC records, it may be possible for your records to be sent to WorldCat via a computer file and batch processed.

Each library can select a circulation system of their choice. Please indicate whether you will be using a manual or automated circulation system. If you choose an automated system, list the name of the system that you will be using for circulation and for your catalog, and whether or not the system will allow you to import MARC records from WorldCat (aka OCLC). (See page 11 of application.)

After retrospective conversion is completed, cataloging may be done by either State Library staff or your library staff. If your library staff performs the ongoing cataloging, they are required to have formal cataloging training and will receive CatExpress training from the State Library staff. The State Library staff will not charge a grant library to catalog their ongoing materials.

**Eligibility:**

- a. a school library must have a qualified librarian (as defined by the Department of Public Instruction's standards) providing library services to students or faculty for a minimum of 15 hours per week.
- b. a public library must be established according to NDCC 40-38-01 requirements, and must be open with staff providing library services for a minimum of 20 hours per week.
- c. Libraries whose records are currently on WorldCat or who have received grants in the past for retrospective conversion are not eligible in this category.

**Costs that may be included in the grant application:**

- a. WorldCat retrospective conversion costs of \$1.10 per record, using CatExpress.
- b. Local staffing costs for preparing bibliographic information of \$.23 per record.
- c. State Library staff to catalog items into WorldCat using CatExpress at \$.14 per record.
- d. Rental of photocopier, if needed (cost varies).
- e. Equipment including one computer and one printer per library (ex. one per elementary, one per junior high, and one per high school library); maximum costs: computer \$1,000; printer \$500.

**Ongoing local costs:**

- a. Cost of circulation system.
- b. Annual subscription to the Online Library Resources (\$1.10 per high school student for schools and \$.11 per capita for public libraries).
- c. CatExpress at \$.72 per **new** title (the State Library contributes an additional \$.38 per record for a total of \$1.10 per record.)
- d. There is no charge for record storage in WorldCat.
- e. Local interlibrary loan costs including staffing and postage.
- f. Supplying bibliographic information by making photocopies of materials to be cataloged by the State Library.

**Circulation System:**

For ongoing circulation system costs and information, contact the following:

- a. If you select the Online Dakota Information Network's (ODIN) circulation system, the State Library and the ODIN office will supply the technical support and training; (for ODIN, contact Tony Stukel @ 701- 777-4777).
- b. If you select the Central Dakota Library Network or the North Central Library Authority's circulation system, technical support and training will be supplied by the system chosen; (for Central Dakota Library Network, contact Christine Kujawa at 701-355-1480, and for North Central contact Jeanne Narum at 701-852-1045).
- c. If you select a stand alone circulation system from a vendor, your library will be responsible for learning how the system works, resolving questions or problems with the technical support staff of the chosen product, paying all

costs associated with the circulation system, linking barcodes to bibliographic records and all other issues related to your chosen software; (contact the vendor).

## **2. INNOVATIVE PARTNERSHIP WITH A NON-LIBRARY ENTITY**

### **Objective:**

This grant category seeks a new and innovative partnership program between a library and a non-library entity. The program will enhance library services in the local or state-wide community.

The program is to be an investment in the future (rather than sustaining the present) designed to provide a service that does not currently exist in the community. It needs to have a positive impact on the lives of people in the community by increasing usage of library and information services. This grant is not for a library wanting to address survival or basic library operations or to continue an existing program.

### **Description of Project:**

This program will meet a need in the community and have measurable results. Examples may include programs that provide information to small businesses, job seekers, economic developers, or entrepreneurs; or be a great idea that has succeeded in another community.

Items that are not eligible for funding as part of this category include but are not limited to: personnel, construction, furniture, and on-going costs.

## **3. TECHNOLOGY TO PROVIDE ACCESS TO INFORMATION:**

### **Match:**

The grant is for up to \$7,500 and the match is for up to \$2,500 for a total project of up to \$10,000 (the match is 25% of the project). A lesser grant amount may be applied for, with the appropriate match of 25% of the project.

### **Objective:**

The objective of this grant category is to provide access to information for the community, patrons, and students, including access to the Online Library Resources, WorldCat, the Online Dakota Information Network (ODIN), and the wide array of information available electronically.

### **Description of Project:**

The library will purchase technology to be owned by the library to meet the objectives of accessing Online Library Resources, WorldCat, ODIN (Online Dakota Information Network), and other information available.

**Eligibility:**

- a. The library must meet the eligibility criteria in **Part IV** of these guidelines.
- b. Participate in statewide Online Library Resources contract.

### **III. Grant Application**

Form SFN 53741 is the only official form to be used to apply for grant funds. The North Dakota State Library will assist you in developing your grant proposal. For assistance, please call Cynthia Clairmont-Schmidt at 1-800-472-2104. In the “Description of Project” in the application specify as to which goal(s) of *Library Vision 2014* the grant request relates, and explain how the request relates to the goal(s).

The completed original application form must be signed and sent Return-Receipt requested (one copy only):

North Dakota State Library  
Attn: Cynthia Clairmont-Schmidt  
604 East Boulevard Ave., Dept. 250  
Bismarck, ND 58505-0800

The application must be postmarked no later than February 13, 2012. **Application forms are located at <http://library.nd.gov/librarian.html> on the State Library Website.** The application form may be filled out online and printed. A paper copy may be requested from the State Library. For further information contact the State Library at [ndsladmn@nd.gov](mailto:ndsladmn@nd.gov) or at 1-800-472-2104.

Completed Grant applications **must** include:

Page 2

- A detailed description of the project.
- The process used to determine the needs
- How the project is relevant to the mission of the library
- An estimate of who will be served by the project and how those benefiting from the project will be served.
- Geographical area of project.
- How North Dakota’s Online Library Resources are being (will be) used in your community.
- Name of content filtering software

Page 3

- Goals and measurable objectives of the project.

Page 4

- Anticipated changes within the community as a result of this project and expected outcomes.

Page 5

- How the changes within the community from this project will be measured and reported; i.e., an evaluation plan.

Page 6, 7, or 8

- Detailed budget sheets.
- Equipment needed.

Page 9

- Annual Ongoing Costs
- Evidence of the applicant's commitment to the sustainability of the project.

Page 10

- Project time line.
- An action plan including evidence that applicant is capable of successfully completing all aspects of the project including planning, personnel, project management, facilities, equipment, and supplies.

Page 11

- To be completed by Category 1 (WorldCat) applicants.

Page 12

- Checklist.

Page 13

- Appropriate signatures.

Letter(s) of support – MUST BE INCLUDED WITH THE APPLICATION.

Please retain a copy of the application for your records.

**All sections on the application form must be completed.**

#### **IV. Eligibility Criteria for North Dakota Libraries**

Grant funds are to be used as start-up money, not for ongoing operational costs. No administrative costs, software, construction, overhead charges, furnishings, or contingency funds will be approved in program budgets.

**• All eligible libraries must meet the following criteria:**

- Participate in North Dakota Interlibrary Loan services without charges to other North Dakota libraries.
- Demonstrate relevance of the requested project to *Library Vision 2014* (<http://library.nd.gov/publications/libraryvision2014.pdf>)
- Subscribe annually to the licensed statewide Online Library Resources (\$1.10 per high school student for school libraries and \$.11 per resident for public libraries).
- Librarian must receive training (during the grant period) from North Dakota State Library sponsored training sessions on WorldCat, ODIN, and the Online Library Resources.
- Provide assurances describing how the project will be funded after grant funds are depleted.

**• All eligible public libraries must:**

- Be established according to NDCC 40-38-01 requirements.
- Have the library's internet computers content filtered.

- **All eligible academic libraries must:**

- Be part of an accredited institution of higher education and be publically supported.
- All health sciences libraries must have Harley E. French Library of the Health Sciences be the grant applicant.

- **All eligible public school libraries must:**

- be located in a public school that is accredited by the state.
- have the library's internet computers content filtered.

## **V. Evaluation**

Twelve months after the project ends, an evaluation report will be sent to grant recipients. You will be required to complete and return the report within 30 days. This report will evaluate how the project changed your community (listed on pages 4 and 5 of the application). This report will also require you to include three real-life stories of how the grant has benefited your community.

The evaluation includes measurable results (benefits) that matter to citizens including what participants say, feel, think, know, or become. Benefits must have changed or improved citizens' behavior, knowledge, skills, attitudes, conditions, or status. Through the evaluation you identify the benefits your project created for the citizens in your community.

### Reporting Procedures:

Grant recipients will be required to submit

- SFN 53489 - Quarterly Grant Reports within thirty (30) days of the end of the quarter.
- SFN 59256 - Final Grant Report thirty (30) days after the end of the project.

Forms will be mailed out from the State Library but can also be obtained on the State Library Website <http://www.library.nd.gov/librarian.html>.

Note: The North Dakota Library Coordinating Council and the North Dakota State Library reserve the right to examine and monitor the ongoing progress of the grant recipient during the grant period as well as after the completion of the grant.

## **VI. Grants Administration**

### Expenditure of Funds and Payments:

Grant reimbursements will be paid to libraries upon submission of the Final Expenditure/Grant Reimbursement Request Request Form SFN 54009. After paying the bill, a copy of the paid invoice must accompany the form and be sent to the State Library for reimbursement. Actual expenses will be reimbursed up to the grant amount.

The State Library must receive requests for reimbursement by the last day of the grant period, December 31, 2012 (June 1, 2013 for WorldCat grants). A request for reimbursement is encouraged as soon as possible after the library has paid for the equipment.

Grant Changes:

Changes to the grant by the grant recipient must have written approval from the State Librarian.

## **VII. Application and Reporting Forms**

Grant Application Form (SFN 53741)

<http://library.nd.gov/grants/grantapp.pdf>

Quarterly Report Form (SFN 53489):

<http://library.nd.gov/grants/quarterlyreport.pdf>

Final Grant Report Form (SFN 59256):

<http://library.nd.gov/grants/finalgrantreport.pdf>

Final Expenditure/Grant Reimbursement Request Form (SFN 54009):

<http://library.nd.gov/grants/finalexpenditure.pdf>

Final Summary & Evaluation Form (SFN 54011):

<http://library.nd.gov/grants/summaryeval.pdf>

Evaluation Report: report will be mailed to recipients twelve months after grant period has ended.